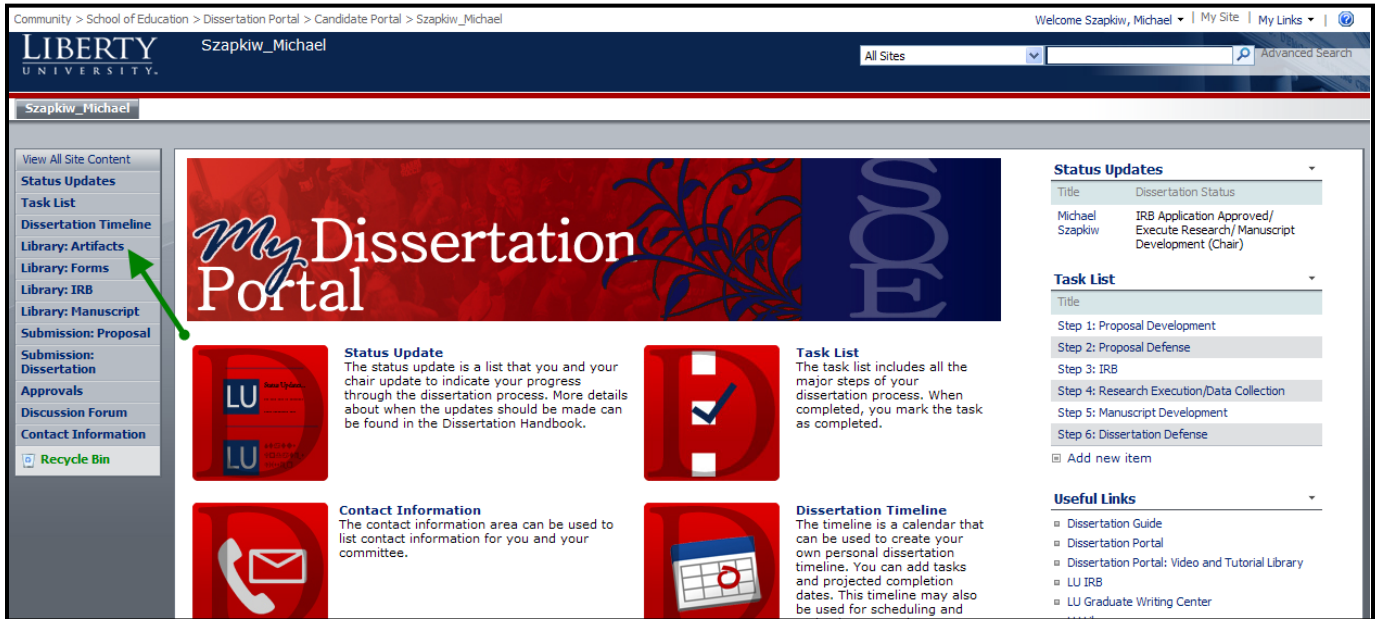


MS SharePoint - Uploading a Document to a Document Library

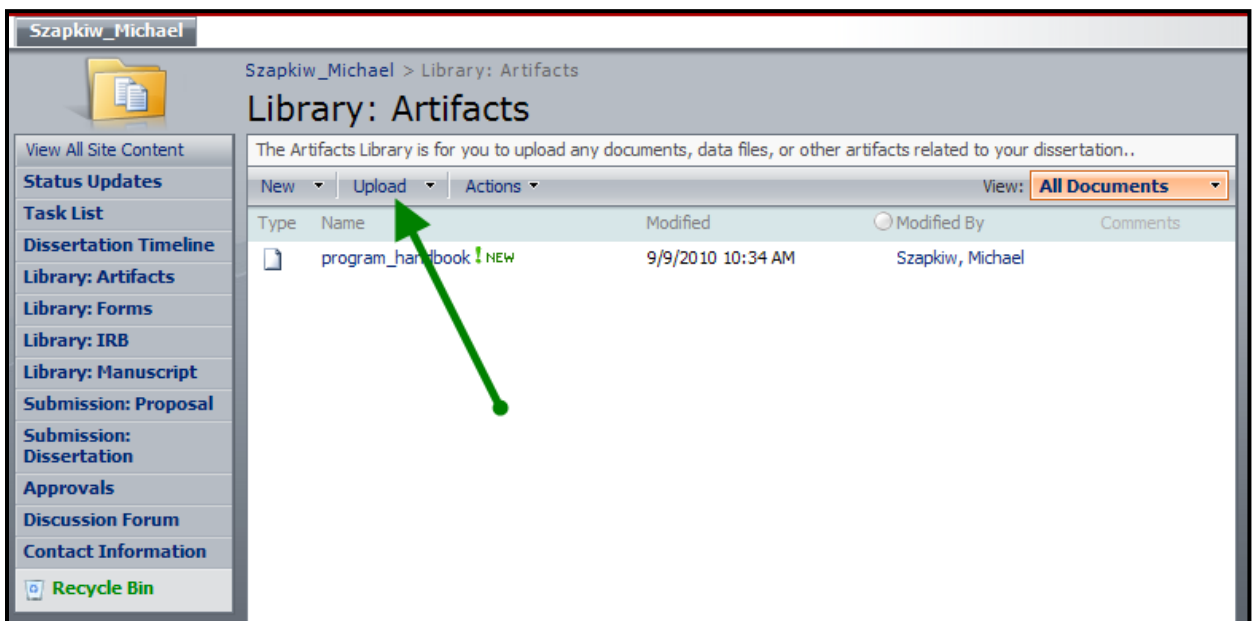
Document libraries are a common feature of a SharePoint website. The steps below will guide you in uploading a document (e.g. .doc, PDF, .xls, etc.) from your computer to a document library in SharePoint.

Objective: To upload a document to a document library in Microsoft SharePoint.

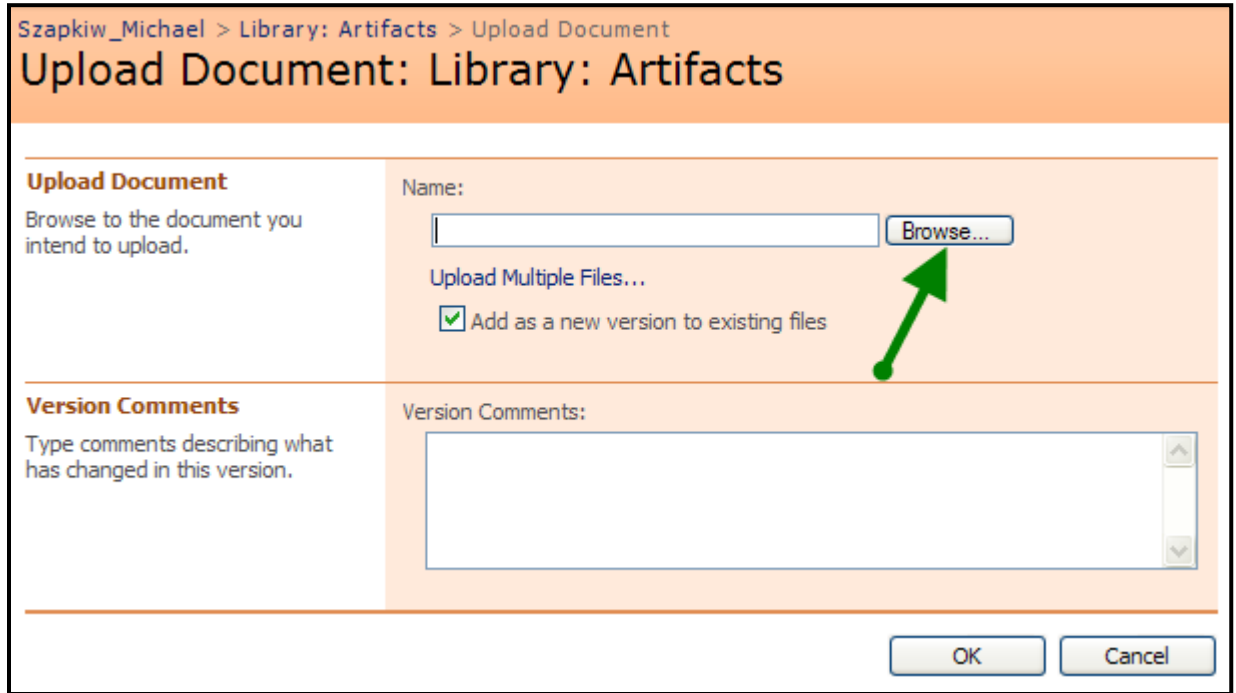
Step 1: From your personal *My Dissertation Portal* page, click the **Library: Artifacts** link on the left side menu.



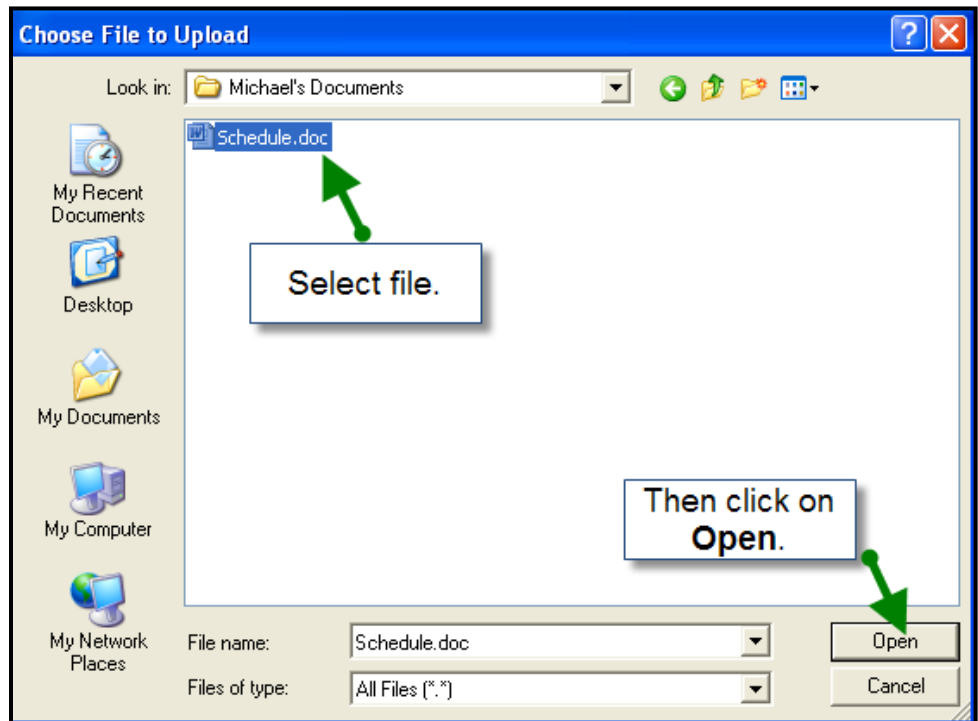
Step 2: Once on the **Library: Artifacts** page, click the **Upload** button.

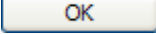


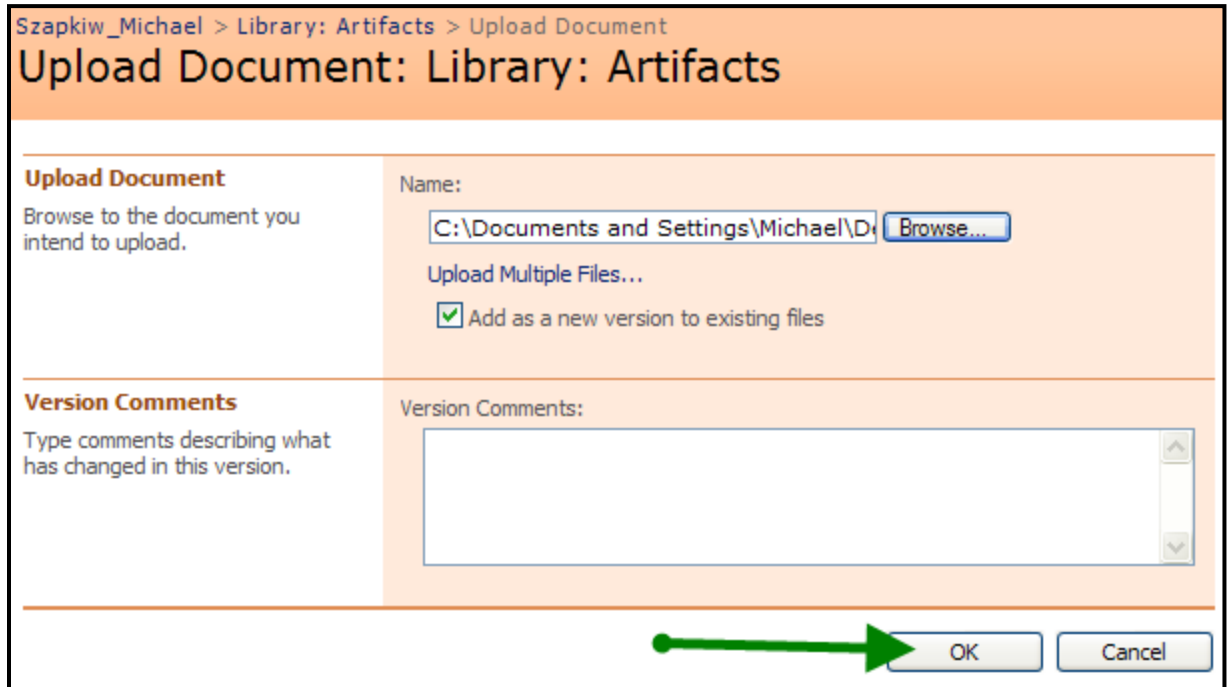
Step 3: On the **Upload Document** page, click on **Browse...** to begin browsing your computer for the file you want to upload.

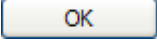


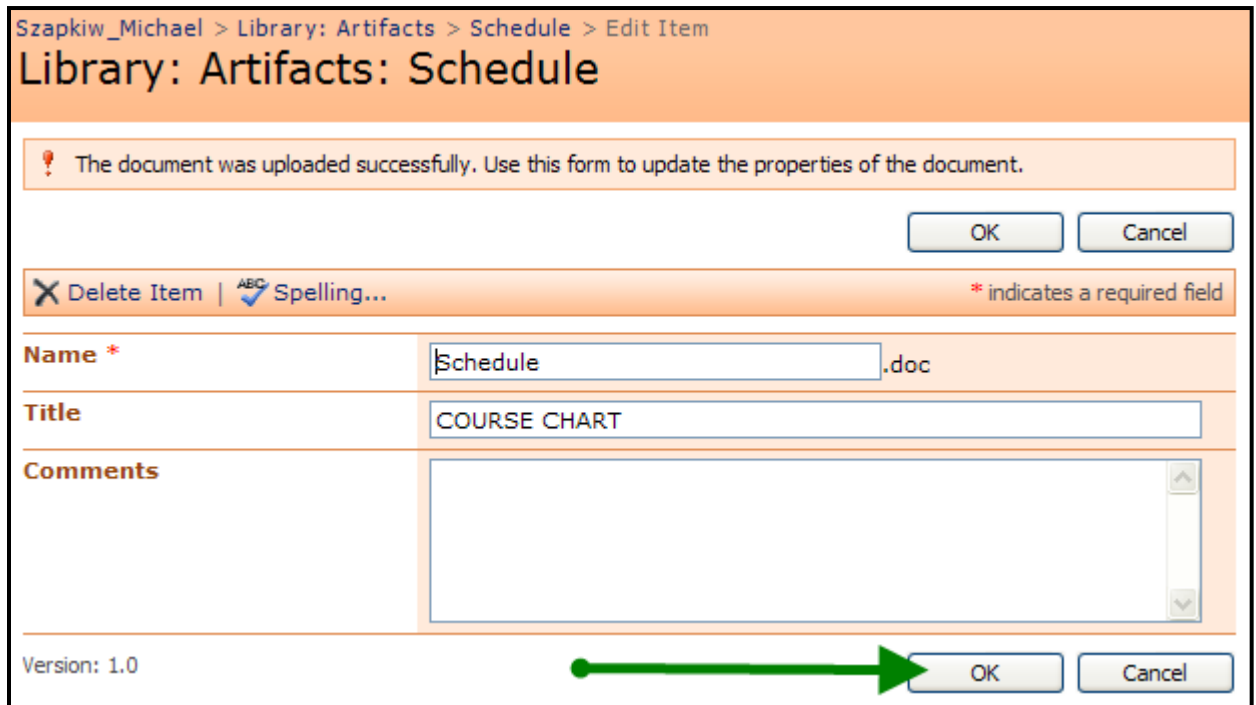
Step 4: A computer navigation window should pop up similar to the one below. Navigate to the file you want to upload, select the file, and then click on **Open**.



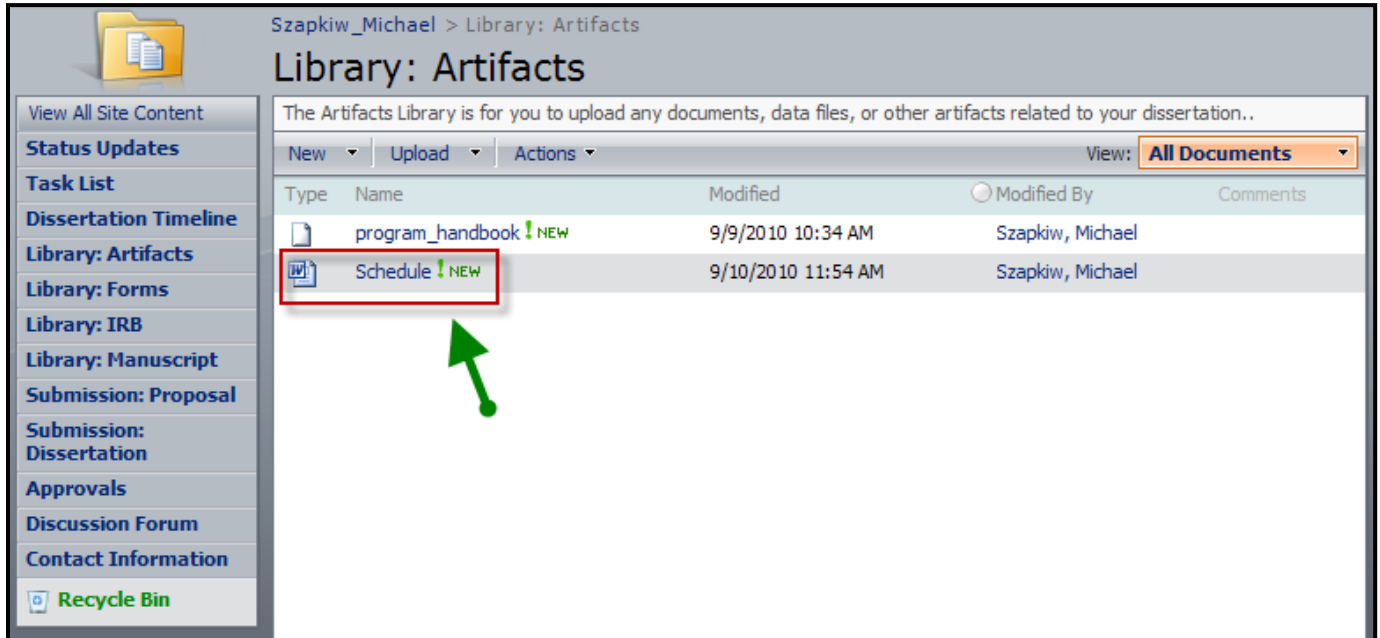
Step 5: Click on .





Step 6: On the next page, you should receive a confirmation that the document was uploaded successfully. You also have options to change the document file name, the title, and add comments describing the document. Click on .



Step 7: You will now be back on the main document library page. You will see the document you just uploaded to the document library.



The screenshot shows a SharePoint interface for a document library named 'Library: Artifacts'. The breadcrumb path is 'Szapkiw_Michael > Library: Artifacts'. The page title is 'Library: Artifacts'. Below the title, there is a description: 'The Artifacts Library is for you to upload any documents, data files, or other artifacts related to your dissertation..'. There are navigation options: 'New', 'Upload', and 'Actions'. The view is set to 'All Documents'. A table lists the documents:

Type	Name	Modified	Modified By	Comments
	program_handbook NEW	9/9/2010 10:34 AM	Szapkiw, Michael	
	Schedule NEW	9/10/2010 11:54 AM	Szapkiw, Michael	

The 'Schedule' document is highlighted with a red box, and a green arrow points to it.

You have now finished uploading a document to the **Library: Artifacts** document library in SharePoint.

